

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 34-103**

**28 JANUARY 2016**

**Services**

**PEREGRINE PINES FAMCAMP**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Ross M. Ryan)

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, 2 November 2012. This instruction prescribes procedures governing the operation and use of the Family Campground (FamCamp), which is under the control of the Outdoor Recreation Center, United States Air Force Academy (USAFA). This instruction applies to all personnel utilizing the Peregrine Pines FamCamp and is written to best serve the entire customer base of the facility. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). The intent of the FamCamp is to provide an opportunity for rest and relaxation of military families while visiting USAFA. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the 10th Force Support Squadron Director (10 FSS/CL). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

Changes were made through-out the attached USAFAI to provide clarity and concise guidance where loop holes were currently present. Modifications included length of stay limitations, reservation timelines, eligibility, and procedures/criteria for requesting an extension.

### **1. ELIGIBILITY:**

1.1. Patron eligibility is outlined in AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.

1.2. USAFA cadets will be given first priority for Parents' Weekend and Graduation, and can make reservations up to one year prior to these events. USAFA cadets are limited to two reservations for each event.

1.2.1. USAFA Alumni retain priority status for class reunions, regardless of their current military affiliation. Refer to policies outlined in paragraph 2.1.2.

### **2. POLICIES:**

#### **2.1. Reservations:**

2.1.1. Active duty personnel can make reservations 90 days in advance and all other eligible patrons can make reservations within 60 days of their arrival for the period of 1 May to 7 October (Peak Season). There will be no reservations taken from 8 October to 30 April (Low Season). Availability during Low Season will be on a first-come, first-served basis. (Exceptions to Reservation Policy are outlined in Paragraph 2.1.2.)

2.1.2. The USAFA cadets (for their immediate families) can make reservations for two sites up to one year in advance for Graduation and for two sites up to one year in advance for Parents' Weekend. Parents of USAFA cadets may stay up to two weeks total per year. At all other times of the year, USAFA cadets will retain the same eligibility as active duty personnel. The USAFA Class Reunion participants may also make reservations one year in advance, for one site per household/eligibility, and stay no longer than seven days.

2.1.3. Eligible patrons may make a reservation in accordance with policies outlined in paragraph 2.1.1.

2.1.4. Specific sites cannot be guaranteed, and will be assigned upon check-in.

2.1.5. Credit card information is not held on file, therefore all transactions will be processed at the time of check-in. Full payment is required upon arrival. All reservations cancelled prior to 72 hours of the reservation are not subject to a cancellation fee. Any cancellation inside of 72 hours, and/or any no shows may be charged a one night fee.

2.1.6. Eligible patrons are authorized to sponsor one guest, for one site only. The sponsor must be present at check-in with their guest, and is responsible for guest family members during their stay. The USAFA cadets can make check-in arrangements for their non-ID card holding guests via email since their schedules may be restrictive. The check-in arrangements of all USAFA cadets' guests must be made via the .edu email account, in order to verify eligibility of the USAFA cadet.

2.1.7. Group reservations must be approved by the Community Support Flight Chief. All requests for group reservations must be submitted to the FamCamp manager, in writing at least 90 days prior to the requested reservation date. Requests are not guaranteed approval.

## 2.2. Length and Terms of Occupancy:

2.2.1. Notwithstanding Paragraph 2.1.2. above, maximum stay at FamCamp, per eligible family, during the Peak Season is 30 days. Extensions beyond 30 days during the Peak Season will not exceed two , seven-day extensions. The maximum stay allowed in one Peak Season is 44 days combined. The 44 days are of any combination of the following limitations: The 30 day max rule, under 90% occupancy rule, 14 day tent rule (no more than 14 days will be permitted in a season), and storage (seven days max in Peak Season) rule. After reaching 44 days occupancy, patron(s) must vacate the FamCamp in its entirety, which includes all personal belongings (property, vehicles, and RVs), and are not permitted to return and stay for the remainder of the Peak Season.

2.2.2. Extensions beyond the 30 day rule may be granted on a case-by-case basis under the space available policy and approval of FamCamp management. Requests for more than seven days in one extension must be submitted in writing and approved by the Community Support Flight Chief. Written requests are not guaranteed approval.

2.2.3. Exceptions to the 30-day rule include Permanent Change Station (PCS) or Temporary Duty (TDY) personnel assigned to USAFA (Copy of Orders required), and the Space Available Policy outlined below. PCS orders do not automatically allow permanent residence in the FamCamp during the current assignment to a Colorado military installation. Must be actively seeking permanent residence, and provide proof of such upon request.

2.2.4. Sponsored guests (non-ID card holders) are limited to a 14 day maximum length of stay for the entire calendar year.

2.2.5. Eligible patrons may occupy the FamCamp during the Low Season (8 Oct-30 Apr) for any length of time, at a reduced rate. Winter Camping must be in an RV only, as tent sites are closed beginning 8 Oct. RV camping will include full hookups on the east side only in designated camping sites. Designated RV camping sites are numbers 41 through 90. Low Season camping is at a reduced rate; prices will be posted on the office door along with a current payment and information package for all winter patrons to reference rules, rates, etc. Information may also be received at [www.usafasupport.com](http://www.usafasupport.com), and by contacting the Community Center Outdoor Recreation Center at 719-333-4475.

2.2.6. Winter Storage will be available at the FamCamp beginning 8 Oct. RVs must be stored in designated storage sites. Designated RV storage sites are numbers 91 through 105. Electric hookups may be available for an additional fee. Water, sewer, and/or oversized standalone propane tanks, as well as overnight camping are prohibited in all storage sites. Violation of this rule will result in the request to move the RV from storage to an approved overnight camping site and pay the nightly rate.

### 2.3. Space Available Policy:

2.3.1. A request for an extension may only be made on the day prior to departure. The present and projected occupancy rate will determine whether the extension will be granted and for how long. USAFA is a vacation destination and not all travelers make reservations, a portion of the park will remain available for “drive ups,” as opposed to being occupied by those that have stayed for 30 days or more.

2.3.2. If occupancy and projected reservations are 90% or greater at the time of the request, an extension will not be granted. If occupancy and projected reservations are less than 90%, an extension will be granted for the period up to 90% occupancy or seven days, whichever comes first. As referenced in Paragraph 2.2.1., there is a limit of 14 additional days of Space Available extensions, as occupancy warrants.

2.3.3. FamCamp management reserves the right to cancel any reservation(s) regardless of military status in the event of an emergency (i.e. Natural Disaster), and to provide support to anyone affected by such disaster at the discretion of the Community Flight Chief.

TROY E. DUNN, Col, USAF  
Commander, 10th Air Base Wing

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*

AFI 33-360, *Publications and Forms Management*, 25 September 2013

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy

## Attachment 2

### RULES & REGULATIONS

**A2.1.** Sponsors are responsible for the safe and proper conduct of dependent children, guests, pets, etc., at all times while using the FamCamp and surrounding areas.

A2.1.1. No one under the age of 18 will be allowed to camp without an adult with them.

A2.1.1.1. An adult sponsor must accompany children less than 12 years of age at all times.

**A2.2.** FamCamp is located in a wildlife area with many different predators. Unescorted pets are easy prey. Pets must be on a leash no longer than six feet in length and accompanied when outside the trailer/vehicle. Secure kennels are permissible to be outdoors, but not after quiet hours.

A2.2.1. Pets not having complete and current immunizations are not permitted in the FamCamp area. Pet waste must be picked up immediately, regardless of where the incident occurs.

A2.2.2. Patrons who violate the established pet policy are subject to termination of their stay at FamCamp.

**A2.3.** No vehicles, trailers, equipment, etc., will be left unlocked or unattended without permission of the FamCamp Manager. FamCamp will not be responsible for lost or stolen articles.

**A2.4.** The consumption of alcoholic beverages in the FamCamp area as well as on USAFA by individuals less than 21 years of age is prohibited.

**A2.5.** Camp fires may be authorized, dependent upon base fire restrictions. See FamCamp staff for current status.

**A2.6.** Personnel utilizing barbeque grills must clean them and dispose of all debris/ashes. Containers have been provided by FamCamp for debris/ash disposal. Hot charcoal must be extinguished with water prior to being disposed of properly. No wood burning permitted in barbeque grills.

**A2.7.** Hunting is not permitted on the USAF Academy. Firearms are prohibited at FamCamp; they must be secured at the Security Forces Armory.

**A2.8.** Before departing the FamCamp, tenants will police area.

**A2.9.** Personnel using laundry facilities will clean up after each use.

**A2.10.** No additional external propane tanks allowed during Peak Season.

**A2.11.** Prior to moving into a site, all personnel must check-in at the FamCamp office during normal business hours. If after normal business hours, patrons may park in a temporary site for the night, and must check-in with the office staff the next business day, before 1000.

**A2.12.** Vehicle maintenance is prohibited on the campground and campsites. Motor Homes may be washed at a designated location. See office staff for locations.

**A2.13.** There is a limit of eight people per site, two vehicles, and one tent (in RV site) or two tents (in tent sites). There is a two-week stay limit in tents. No trailers allowed in any site.

**A2.14.** The designated quiet hours are 2200 to 0800. No loud partying, loud TV, radio, or stereo are permitted after this time. Early risers and those hooking up and/or departing before 0800 must be considerate of their sleeping neighbors.

**A2.15.** Primary use of the FamCamp is for recreation and should not be construed as a year round living facility. PCS/TDY personnel should make every effort to limit their stay.

**A2.16.** The FamCamp buildings and sites will not be used for business purposes!

**A2.17.** All matters of concern regarding the FamCamp, not covered herein, will be addressed by the Community Services Flight Chief, 719-333-2971.